

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR NON-PREQUALIFIED SERVICES**

**DEVELOP MANUAL ON
CONTEXT SENSITIVE SOLUTIONS (CSS) FOR
MICHIGAN DEPARTMENT OF TRANSPORTATION**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website at http://www.michigan.gov/documents/MDOT_VendorSelectionGuidelines_105541_7.pdf

For efficiency sake, we are asking that the vendor firm provide three (3) cost-effective signed paper copies of the Proposal to the MDOT project manager named in the attached scope of services. One must be an original Proposal, the other proposals may be 2-sided copies.

The Proposal and copies must be received by the MDOT project manager before 4pm Wednesday January 19, 2005. Fax and/or electronic copies are not acceptable.

In addition, provide one unbound copy to:

by Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

by Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This one unbound copy is to be received within three working days after the due date and time specified above. It will not be accepted if delivered in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For this cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

If selected, the vendor should make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's

Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract award will not be delayed.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on their proposal. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal on Part A only. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004, current latest revision 12-1-04; same web address as cited on page 1) for projects costing \$25,000 - \$100,000. Proposal Scoring and Selection will utilize Exhibit C of the same Guidelines. References and Past Performance are requested.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. Any participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services follows.

**Request For Proposal
for a Two-Part Consultant Services Contract to
Develop a Manual on Context Sensitive Solutions (CSS) for MDOT
Part A: Develop CSS Materials including 3 pilot classes
Part B: Deliver CSS Training (possibly 40 classes to 1000 people)
5 Exec, 20 ProjDevel, 15 Const/Maint**

No PreQualification Category or DBE Requirement:

There is no prequalification category for this service to develop a Manual on Context Sensitive Solutions (CSS) for MDOT.

No (zero) DBE percentage is required for the work in this RFP.

MDOT will select a firm or organization that has successful experience since 2001 developing CSS Manuals and/or delivering CSS Training to State DOTs or large transportation organizations. Submitting vendors should provide Client Names and Client Contact Information of their CSS work.

This requested work is to develop a CSS Manual for Michigan, to contain identified work steps that will be included in design plan production, and thus this work is appropriate under the currently approved CS-138 to use consultants for design work.

Project Manager for CSS Manual:

MDOT's Project Manager for this CSS Manual is

Win Stebbins, MDOT Design
425 W. Ottawa St
Lansing Mi 48933
phone 517 373-2246

PO Box 30050
Lansing Mi 48909

Project Description:

Part A: Develop CSS Materials including 3 Pilot Classes

MDOT requests Proposals from Consultants interested in developing a department manual on Context Sensitive Solutions (also sometimes called Context Sensitive Design) for use by MDOT staff and design consultants, plus presenting three pilot training sessions to test the effectiveness of the draft CSS manual. It is initially expected that the CSS manual will consist of at least three modules, one each for: MDOT Executives/Administration, MDOT staff involved in scoping projects and in project design, and MDOT staff involved in construction inspection and in the long-term maintenance of the built project. Additional CSS modules or topics might address Public Involvement and Geometric Operations. The manual must address the specific steps needed to assure that CSS has been considered in each MDOT project. Staff in local transportation agencies might later utilize this same MDOT manual or portions of it.

MDOT anticipates the selected Consultant will also participate in some MDOT deliberations and advise the CSS Team as staff develops MDOT's first Policy on Context Sensitive Solutions. MDOT work to write a CSS Policy began in October 2004, and is expected to continue through April 2005.

Part B: Deliver Training to MDOT, Consultants, and Local Agencies

MDOT reserves the option to negotiate with the selected consultant for Part A to continue with Part B (Deliver Training) of this CSS Manual Contract if in the opinion of the CSS Manual Project Manager and the CSS Team the Consultant materials and pilot training will be effective in training MDOT staff along with Design and Construction Inspection Consultants in the principles of CSS and in understanding the MDOT CSS Policy.

The following discussion applies to Part A: Develop CSS Manual & 3 Pilot Classes

Project Location: All CSS Manual project meetings and the 3 pilot training classes will be held in or near Lansing Michigan. The CSS manual is to have statewide application on all MDOT modes, routes and projects.

Schedule:

Expected Timeline for MDOT and Consultant Performance:

Post RFP on Web	Dec 15, 2004	
Proposal Explanation Meeting (Optional)	Jan 5, 2005	2 wks prior to Due Date
Snow date	Jan 7, 2005	if needed
Proposals due MDOT Project Manager	Jan 19, 2005	5 weeks after posting
MDOT Score, Select, & Recommend	by Jan 25, 2005	
Receive Price Proposal and Negotiate	by Feb 2, 2005	
Award & Firm under Contract	by Feb 11, 2005	
Kickoff meeting with CSS Team	February 16	
Submit Conceptual CSS Manual Material	March 16	4 weeks
Submit Draft CSS Manual	April 6	3 weeks
Revise Modules and hold 3 pilot classes	April 20	2 weeks

Submit Final CSS Manual Material	May 18	4 weeks
MDOT makes recommendation for Part B	May 31	2 weeks

Expected Consultant Tasks:

1. Meet with MDOT CSS Team Leaders	Expected Completion: February 16, 2005
2. Research and customize available national CSS material for MDOT staff and design consultants	March 16, 2005
3. Conduct 3 CSS pilot training sessions	April 20, 2005
4. Participate in MDOT CSS Policy development	May 18, 2005
5. Final Deliverables Due (CSS Manual)	May 18, 2005

The indicated dates are desired but not demanded. Interested vendors are invited to propose alternate dates for delivery of the items, based on their similar CSS work for other clients.

Final CSS Manual to be both a paper and Web-based CSS Manual, to possibly include:

- Background on national CSS movement
- How CSS and NEPA complement each other, but remain separate
- Best Practices from other transportation agencies
- MDOT CSS Policy
- MDOT CSS Guidelines and Procedures (if available in time)
- Roles and Responsibilities within MDOT
- Meaningful Public Involvement in CSS Process, including the topics of stakeholder identification, stakeholder engagement techniques, problem and option identification, timing, trust building, and public involvement continues through construction. Emphasize the concept that everyone needs to be heard, not necessarily everyone gets their way.
- For Scoping and Design personnel, the manual needs a module focused on Design Flexibility. Give guidelines for designers to follow if the design will deviate from MDOT's current design guidelines.
- CSS Process applies to all modes. Many Stakeholder groups anticipate that the MDOT CSS Process will apply to all modes, not just highways, and to all projects. Explain that portions of the CSS Process might not apply for some MDOT project categories due to not being applicable.
- Using CSS Manual for New Employee training for engineers, planners, construction staff, maintenance staff
- Using CSS Manual for Refresher Training for web site (to post new CSS items, and maintain CSS knowledge)
- CSS Web site
- CSS Awards Program within MDOT

Expected Consultant Responsibilities & Deliverables:

a. Minimum Objectives:

- Develop a CSS Manual and Training Plans presenting the Context Sensitive Solutions process to MDOT staff, utilizing the firm's experience in CSS
- Develop draft procedures for MDOT staff in areas of Citizen Involvement & Outreach, and implementing CSS in road and bridge design
- Use CSS Manual to provide CSS Training pilot classes
- Produce a web-based CSS Manual

b. Minimum Work Expectations:

Kick off meeting with CSS Team

Research other states' CSS manuals and training programs, prepared by this firm and other firms

Participate in (some) MDOT discussions toward developing CSS Policy

CSS Manual will be consistent with MDOT's new (first) CSS Policy, whether that CSS Policy is in draft or final form

CSS Manual to contain chapters for MDOT staff in Executive/Administrative area, Project Development area, and Construction/Operations area

Produce a draft CSS Training Plan (conceptual) using the CSS Manual (for training that would be both personally delivered and web-based delivery)

c. Assumptions

MDOT will provide training facilities in the Lansing area for 3 pilot classes to test the draft CSS Manual

Executive/Administrative 2 hr class: Their role in CSS; Managed Expectations, Decision Making, Project Delivery and Maintenance

Project Development 4 hr class: Their role in CSS; Early and Continuous Stakeholder involvement, communications, facilitation, problem solving, Managed Expectations, Decision Making, Project Delivery and Maintenance

Construction/Maintenance 2 hr class: Their role in CSS; Managed Expectations, Decision Making, Project Delivery and Maintenance

d. Deliverables

Develop a draft CSS Manual for MDOT staff

Test draft CSS Manual by conducting 3 pilot training classes (2 hrs Executive, 4 hrs ProjDevel, 2 hrs Const/Maint) for 30-40 staff in each class; attendance at pilot classes will include diagonal slice of staff.

Develop a final CSS Manual for MDOT staff which will form basis for Web-based initial training component for new hires and refresher lessons for trained staff

Final Deliverables: 5 CSS manuals in binders, plus 40 CD Roms containing CSS Manual material

All CSS Material to be ready for loading onto MDOT web page

Draft plan for later training 1000 MDOT and 200 City & County staff, including a cost estimate and training class duration

This RFP is expected to be posted on the MDOT web site about December 15, 2004.

Separate unofficial E-Mail notification will be issued to other organizations nationwide soon after the RFP is posted.

CSS Explanation Session: (attendance not mandatory)

An optional CSS Presentation session for potential firms will be held by MDOT on January 5, 2005 from 10 am to 12 noon in the MDOT Training facility at the Secondary Complex west of Lansing. Attendance is not required, but is optional and encouraged for any firm intending to respond to this RFP. A snow date of Friday January 7 has been arranged at the same

location; if Jan 5 is cancelled, a special notice will be posted on the same Web Page as the RFP.

Response Due Date:

Three copies of responses to this RFP are due by 4pm January 19, 2005 delivered by mail or in person to the Project Manager. Responses should address both Parts A and B, but concentrate on Part A Develop CSS Manual. The selected vendor will be requested to submit a priced proposal on Part A only.

Project Manager:

MDOT's Project Manager for this CSS Manual is

Win Stebbins

MDOT Design

425 W. Ottawa St

PO Box 30050

Lansing Mi 48933

Lansing Mi 48909

phone 517 373-2246

stebbinsw@michigan.gov

Part B Deliverables if offered later: Conduct Training Classes using the CSS Manual with 20-40 in each class, in a variety of statewide locations. All training is currently expected to be completed by November 1, 2005; and we currently anticipate 5 Exec/Admin sessions, 20 ProjDevel sessions, and 15 Operations sessions. And/or Train the MDOT Trainers. Activate a CSS Reference site on MDOT web.

Potential Audiences and Topics for 3 Pilot Training Classes Utilizing the draft CSS

Manual: (diagonal cross-section attendance is encouraged at these 3 pilot classes and at later actual classes)

Executive/Administration staff (Director, Tibbits, Hanks, Region Engineers, TSC Managers, BOH & BTP Division Heads, Legislative Liaison, Communications Reps (Lansing and Region), Facility Management, Finance:

What CSS is and isn't, Financial Impact, Public Relations Impact, Why we must carry through on prior commitments, Applies to all modes, _____

Project Development staff (TSC/Region Development and Delivery Section Heads, Planners, Scoping Staff, Project Managers, Designers, Resident Engineers, Senior Inspectors, _____, Design and CE consultant staff):

What CSS is and isn't, How to Involve and Listen to the Public, How to Compromise to incorporate input, How to say No by giving reasons, How to incorporate desires into cost estimate and design plans, Design Flexibility, Why we must carry through on prior commitments, Applies to all modes, _____

Operations staff (Construction Inspectors, _____ from const, Direct and Contract

Maintenance staff, Maintenance foremen & all staff, and City/County contract maint Staff); primarily Region and TSC attendance:

What CSS is and isn't, How to Listen to the Public, Why we must carry through on prior commitments, Applies to all modes, _____

Background Information:

The Governor's Executive Directive 2003-25 to MDOT on CSS can be viewed at www.michigan.gov/gov/0,1607,7-168-21975_22515_22533-83562--,00.html

MDOT formed a CSS Team in October 2003, which identified interested Stakeholders in April 2004 and invited them to a CSS Stakeholder Workshop held June 15, 2004. As a result of their input, six Focus Groups were formed and met 3-6 times during the summer and have submitted Stakeholder values they would like addressed in MDOT's CSS Policy as it is developed. A second CSS Stakeholder Workshop will be held December 14, 2004.

Approximately 10 state DOTs currently use a variety of CSS training methods and trainers, presented by in-house staff, in-state universities, out-of-state universities, or consultants. MDOT has not made a decision whether to use MDOT, Consultant, or University staff to conduct the Part B training to MDOT and design consultant staffs, or the timetable for giving that training (currently expected all Part B CSS training would be completed by November 1, 2005, preferably within 6 months of receiving the CSS Manual from Part A).

Although three pilot training classes are anticipated using the draft CSS Manual tailored to MDOT and design/construction consultant disciplines, these pilot training courses (presenting each module once) will probably include a slice of MDOT staff and executives so all attendees can experience and comment on the involvement expected throughout MDOT as MDOT embraces the CSS Process, and can see what existing practices will not change and which may change. One benefit from diagonal training is an increased awareness in MDOT of how closely related all these functions, decisions, and accommodations must be in order to successfully implement CSS in MDOT. This benefit will not be realized in the vacuum of individual responsibility, but must be threaded together across all functions and services MDOT provides in all modes.

End of RFP.